Administration for Children and Families

Office of Planning, Research and Evaluation

Early Care and Education Research Scholars: Head Start Graduate Student Research Grants

HHS-2014-ACF-OPRE-YR-0785

Application Due Date: 06/16/2014

Due Date for Applications:

FY 2014: 6/16/14

FY 2015: 4/27/15

FY 2016: 4/25/16

For Fiscal Years (FY) 2015 and 2016, the FOA will only be open for application submissions on Grants.gov 60 days prior to the listed due dates. No applications will be accepted for review by Grants.gov in between the open application periods.

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Program Office:	Office of Planning, Research and Evaluation
Funding Opportunity Title:	Early Care and Education Research Scholars: Head Start Graduate Student Research Grants
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2014-ACF-OPRE-YR-0785
Primary CFDA Number:	93.600

Due Date for Letter of Intent:

FY 2014: 5/15/14

FY 2015: 3/25/15

FY 2016: 3/25/16

Due Date for Applications:

FY 2014: 6/16/14

FY 2015: 4/27/15

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Executive Summary

Notices:

- **In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.**

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at http://www.acf.hhs.gov/grants/how-to-apply-for-grants.**

Funds are provided for Head Start Graduate Student Research Grants to support rigorous dissertation research by advanced doctoral students who are working in partnership with Head Start or Early Head Start programs and faculty mentors.

I. Program Description

Statutory Authority

Awards under this funding opportunity announcement are authorized under Section 649 of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. § 9844.

Description

A. Background

Since 1991, the Administration for Children and Families (ACF) has supported the development of partnerships between Head Start programs and their local research community through the Head Start Graduate Student Research Grants. These awards attract applications from leading academic researchers and their graduate students specializing in social sciences, education, health, or other relevant disciplines. In close collaboration with their Head Start and Early Head Start program partners, these researchers design high-quality projects that directly address the needs of low-income children and families and their early childhood educators. The results inform and improve Head Start policies and practice.

This funding mechanism also builds research capacity. The grants foster the mentor-student relationship between leading researchers and their graduate students, enhancing the quality of the current work and building the skills of the graduate student. Within this supportive relationship, student researchers learn both theory and the hands-on features of conducting applied research within community service organizations. The researchers often contribute directly to their local Head Start and Early Head Start partner programs (e.g., providing trainings, establishing databases, identifying key resources, and pursuing research that addresses questions of interest to programs), and many continue to make significant contributions to the early childhood and Head Start research fields throughout their careers.

Thus, the goals of the Head Start Graduate Student Research grant program are to:

1. Complete high-quality research projects that address current concerns of Head Start and Early Head Start programs and policymakers.

2. Provide direct support for advanced graduate students whose dissertation research focuses on Head Start and/or Early Head Start populations, thus building knowledge about effective services, practices, and policies for diverse, low-income families and their children.

3. Promote mentor-student relationships that a) support students' independent line of research; b) provide project supervision from qualified, experienced researchers in the field; and c) further students' graduate training and professional development in policy-relevant, applied research.

4. Foster working research partnerships between academic researchers and Head Start and Early Head Start programs, thereby increasing a) the programs' understanding and use of current research information, and b) the quality and relevance of the funded research work to Head Start and Early Head Start communities.

5. Support active communication, networking, and collaboration among the group of graduate students, their mentors, and other prominent researchers in the field, both during the graduate students' training as well as into the early stages of their research careers.

Given these goals, proposed projects must address applied research questions that will inform and improve Head Start and Early Head Start policies and practice on topics of current interest. Topics of current interest for this announcement include (but are not limited to):

1. Research to increase our understanding of evidence-based teaching practices for supporting language

and development in infants and toddlers. This includes research that will highlight practices that can be used in group settings to intentionally support and build upon children's skills and development. For instance, research of interest might examine how to support effective curriculum implementation with infants and toddlers, how to build effective teacher-child interactions with this age group, or how to help teachers in supporting children's learning and development in an intentional and focused way.

2. Data to build our understanding of how teachers understand and use information about children's development to support individualized practices. For example, research might examine teachers' understanding of developmental trajectories in key areas of school readiness, how to assess children's development, and how to use information about children's current developmental needs and strengths to move them along a developmental continuum.

3. Research to build our understanding of how grantees make use of data at the organizational level to enhance program planning. For instance, a project could examine how programs use family assessment information in conjunction with other sources of data to target and tailor their services, or how programs link child outcome data to other sources of information to better understand and contextualize information about children's school readiness.

4. Research on dual generation approaches that pair intensive and intentional supports for adult outcomes with effective approaches for supporting children's school readiness. For example, a study may examine different approaches to supporting adults' employment or educational outcomes, adult language and literacy skills, or parents' mental health within the context of a Head Start program.

5. Research on the experiences and influence of parent participation in governance and policy council. For instance, researchers could gather information on effective means of engaging parents in decision-making for the organization and ensuring effective governance of the program.

6. Head Start or Early Head Start partnerships with child care. That is, research that can help identify strengths and challenges of such partnerships, potential approaches to creating such a partnership, or factors that can strengthen or weaken existing partnerships.

In addition to the topics above, we are interested in:

1. Research that will improve understanding of the needs of families from diverse backgrounds, or improve Head Start and Early Head Start programs and policies for various subpopulations, including:

    (a) American Indian/Alaskan Native (AI/AN) children and families

    (b) Migrant/seasonal families and their children

    (c) Children with disabilities and their families

    (d) Abused and/or neglected children

    (e) Foster children

    (f) Children raised by family members other than their biological parents (e.g., grandparents)

    (g) Homeless children

2. Family engagement and family outcomes:

    (a) Their effect on child outcomes (e.g., models of family engagement and direct, moderator, or mediator impacts on children's learning, approaches to learning, and development)

    (b) Assessment (e.g., development and validation of measure(s) of family engagement)

    (c) The impact of family support services or community programs (e.g., how Family Service Workers' efforts impact family and child outcomes; the impact of intergenerational programs)

    (d) Barriers and facilitators to engagement (e.g., identifying the teacher/staff and administrative features that most strongly predict family engagement; how programs are serving and engaging the

highest risk families; how programs maintain culture and traditions of minority populations).

3. Issues related to children who are dual language learners, including children from language-minority families, and children in native language revitalization programs (e.g., development of valid assessments for infant/toddler dual language learners; validation of preschool dual language learner assessments; strategies for improving quality of services for dual language learners).

4. Professional development, especially of staff working with families (e.g., identifying effective and efficient means of training staff working with families to successfully engage and assist these families).

5. Community engagement and collaboration (e.g., effectiveness of various models of collaboration with other early care and education programs; identifying elements of effective community partnerships/collaboration/systems).

6. Health services (e.g., effectiveness of dental homes initiatives; evaluation of the oral health status of Head Start and Early Head Start children) and family health literacy (e.g., evaluations of programs for families regarding health issues such as smoking reduction, healthy sleep schedules for children, oral health, vision health, asthma control, appropriate nutrition).

7. Transition from Head Start to kindergarten or from Early Head Start to Head Start (e.g., the impact of transition on teachers, parents, and children; program, child, and family features predictive of transition resiliency; alignment of curricula).

8. Teacher and classroom characteristics and practices that influence children's academic readiness (e.g., the impact of curricula, assessment, teaching strategies and approaches, or other environmental characteristics on children's quality of learning, conceptual understanding, problem solving executive functioning).

9. Leadership and management in Head Start and Early Head Start programs (e.g., how leadership, organizational structure, and management influence climate and culture of programs; how such factors influence the effectiveness of programs, services, teaching practices).

10. Efforts of federal agencies, states, territories, tribes, and localities to coordinate Head Start and Early Head Start programs with other child/family programs and how such coordination affects the services received by eligible families and children.

Note: ACF's Office of the Deputy Assistant Secretary and the Inter-Departmental Liaison for Early Childhood Development provide coordination between ACF offices (e.g., Head Start, Office of Child Care) and across government agencies that serve children and their families (e.g., Department of Education). Please visit ACF's website to learn more about Early Childhood Development Interagency Coordination and to view a list of key federal agencies at:http://www.acf.hhs.gov/ programs/ecd.

Additional Considerations and Recommendations for Applicants: In line with the grant goals, applicants for Head Start Graduate Student Research Grants will have a higher likelihood of success if they review the Head Start Program Performance Standards and/or the Early Head Start Program Performance Measures. Applicants should assess whether their proposals are relevant to the child, family, program, and/or community systems that are features of the Head Start and Early Head Start programs. For additional information, descriptions of previous Head Start Graduate Student Research projects can be found at: http://www.acf.hhs.gov/programs/ opre/resource/head-start-graduate-student- research-program-2012-research-scholars.

B. Project Requirements

1. *Consultation/Collaboration with Policymakers and/or Head Start Program Administrators.* Applicants must consult and collaborate with a Head Start and/or Early Head Start program in the development of the proposal. For the Head Start and Early Head Start program office contact list, please visit the Head Start Program Directory at: http://eclkc.ohs.acf.hhs.gov/ hslc/hslc_grantee_directory or the Head Start Locator at: http://eclkc.ohs.acf.hhs.gov/ hslc/HeadStartOffices.

2. *Research Dissemination.* As a post-award requirement, grantees are expected to participate in several activities that will facilitate communication and dissemination of research between researchers, policymakers, and program administrators:

(a) *Conferences and Meetings.* For each year of the award*,* participation in two conferences is mandatory. The first conference is the Annual Meeting of the Child Care Policy Research Consortium (historically held in the fall) in Washington, DC. Additionally, participation in one of the following is required: (1) the Head Start Research Conference (in alternating years, historically held in the summer) or (2) in an off-year, a professional society meeting that corresponds with the applicant's profession/area of expertise. The applicant's proposed budget should reflect funds to cover travel, lodging, and other costs for the scholar and mentor for two conferences per budget period, including 3 days lodging and expenses for each meeting.

Participation in the scholars' grantee meeting (historically held in the fall) is also mandatory. In previous years, this meeting has been scheduled to coincide with the Annual Meeting of the Child Care Policy Research Consortium. Participants should budget 2 days of lodging and expenses for this meeting for the student and mentor. However, if the faculty mentor will utilize another source of travel funds, such arrangements are encouraged and should be clearly noted in the application.

(b) *Research Briefs and Briefings.* **Twice during the award, the scholar is expected to prepare a one to two page brief describing the objectives, hypotheses, and/or findings (when available), and the potential practice or policy implications of their research projects.** These briefs will be required at the beginning and end of the project period. At the beginning of the project period, the Office of Planning, Research and Evaluation (OPRE) will provide grantees with guidance to support the development of the research briefs. Examples can be found on the ACF/OPRE website at: https ://www.acf.hhs.gov/programs/ opre/research/project/early-head -start-research-to-practice-0.   In addition, the grantee may be asked to present at research briefings in Washington, DC. Work plans/timelines included in the application should reflect time and effort for preparation of research briefs during the course of the project. (The budget need not reflect travel funds for possible briefing(s) in Washington, DC.)

(c) *Archiving and Publishing.* **The scholar must agree to archive his/her approved dissertation, final datasets, reports, and other research products** with Child Care and Early Education *Research Connections*. For more information on *Research Connections* and social science data preparation and archiving, please visit: http://researchconnections.org/content/childcare/find /contribute.html.

C. Definitions

Applicant: Institutions of higher education, as defined in *Section III.1*, acting on behalf of doctoral-level graduate students.

Budget Period: 12-month periods of time for which funds are made available to a particular grantee (i.e.,the first budget period would begin August 30, 2014, and end August 29, 2015).

Principal Investigator: The faculty mentor of the doctoral-level graduate student serves as the Principal Investigator (PI) of the grant.

Project Period: The total length of the proposed project, which is either 12 or 24 months. For a 1-year proposed project, the project period would be the same as the budget period and, for example, start August 30, 2014, and end August 29, 2015. For a 2-year proposed project, the project period would, for example, start August 30, 2014, and end August 29, 2016.

D. Questions Regarding Applications

For questions regarding this funding opportunity and/or the application process, please call (877) 350-4624 or direct inquiries via email to: OPRE Head Start Graduate Student Research Grant Review

at HSGraduateResearchReviews@icfi.com.

E. Additional Information

Transferability

Grants awarded as a result of this competition are not transferable to another graduate student.

Grants awarded as a result of this competition are not transferable to another institution without prior approval from ACF. In addition, grant funds may not be used to support project activities outside of the scope of the proposal of the awarded project without prior approval by ACF.

Sharing of Awards

The awards are for support of an individual graduate student researcher. Awards cannot be divided among two or more students (i.e., no co-investigators).

II. Award Information

Funding Instrument Type: Grant
Estimated Total Funding: $150,000
Expected Number of Awards: 6
Award Ceiling: $25,000 Per Budget Period
Award Floor: $20,000 Per Budget Period
Average Projected Award Amount: $25,000 Per Budget Period

Length of Project Periods:
12-month project and budget period
24-month project with two 12-month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the*Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

Applicants conducting high-quality research, including research using various methodologies and designs or secondary data analysis, may apply for either a 12-month project period (with one budget period) or a 24-month project period (with two 12-month budget periods). Applicants proposing 24-month project periods will be awarded up to $25,000 for the first 12-month budget period and up to $25,000 for the second 12-month budget period, for a total not exceeding $50,000 for the entire 24-month project period.

Initial awards will be made for the first 12-month budget period. For 24-month projects, continuation

awards for the second 12-month budget period will be dependent upon the availability of funds, satisfactory progress by the grantee, and interest of the Federal Government.

A 24-month project period should be noted in Item 17 on the Standard Form (SF) 424 and the need for a 24-month project period should be identified in the project narrative and budget. Applicants proposing 24-month projects will receive instructions during the first budget period on how to submit non-competing continuation applications to request funds for the second budget period.

A second-year budget period will not be granted if the student has graduated by the end of the first-year budget period.

Indirect Costs

If the applicant institution voluntarily relinquishes their indirect costs, or chooses to apply off-campus research rates, an authorized representative of the institution must submit a written acknowledgement that the indirect costs are being relinquished or a lower rate is being used. This voluntary decision to relinquish indirect costs, or to apply off-campus research rates, will not impact eligibility to submit an application and will not be a factor in an objective review.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is limited to accredited public, state-controlled, and private institutions of higher education *acting on behalf of doctoral-level graduate students.* To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

The justification for limiting the competition to accredited public, private, and state-controlled universities and institutions of higher education is based on the following rationale: Accredited universities and institutions of higher education provide the infrastructure to support doctoral-level student researchers.

Eligible accredited institutions of higher education also include:

1. Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 *et seq*.), and Navajo Community College (Dine College), authorized in the Navajo Community College Assistance Act of 1978, Pub. L. 95-471, Title II (25 U.S.C. § 640a).

2. Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended.

3. Hispanic Serving Institutions (HSIs) as defined in Section 502(a)(5) of the Higher Education Act of 1965, as amended, 20 U.S.C. § 1101a(a)(5).

4. Faith-based institutions of higher education.

Additional Information on Eligibility

The faculty mentor (Principal Investigator) must have earned a Ph.D. or equivalent in the respective field,

conducts research as a primary professional responsibility, and has published or has been accepted for publication in major peer-reviewed research journals as a first or second author. Please see Section IV.2. Project Description, Additional Eligibility Documentation.

Eligible U.S. institutions may apply on behalf of their own university faculty who will serve as Principal Investigator for an international non-U.S. citizen who is an advanced graduate student enrolled in their program.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors.*

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)
All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https:// www.sam.gov /sam / transcript /SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:
  * Be registered in the SAM prior to submitting an application or plan;
  * Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
  * Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:
  * May determine that the applicant is not qualified to receive an award; and
  * May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission.*

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* **in** *Section IV.3. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* **and** *in Section IV.3. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

OPRE Head Start Graduate Student Research Grant Review

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Phone: (877) 350-5913

Fax: (703) 934-3740

Email: HSGraduateResearchReviews@icfi.com

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at http://www.acf.hhs.gov/grants-forms and on the Grants.gov Forms page under "424 Family." See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at http://www.grants.gov/web/grants/forms/sf-424-family.html.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov. where the AOR will create a

short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under"PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: https:// www.acf.hhs.gov/ sites/default/ files/ assets/ pdf995_instructions_ for_video.pdf. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at http://www.acf.hhs.gov/grants under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)

- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS*:*

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review.See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

1. Each application may include only one proposed project, presented in two files.

2. Page Limits and Numbering**. Applicants must limit their *entire* application (including the narrative and appendices) to 100 pages.** Pages submitted beyond the first 100 in the application will be removed prior to panel review.

> (a) Only Standard Federal Forms (SF) and OMB-approved forms are not included in this limitation (see Table of Required Forms, Assurances, and Certifications in this section for needed forms).

> (b) File 1: Applicants should limit the Table of Contents and the Project Description/Narrative Statement (including references) to *50 pages.* Applicants must number the pages of the Project Summary/Abstract, Project Description/Narrative Statement (including references), beginning with the Table of Contents. Note: References may be single-spaced.

> (c) File 2: Applicants may have **only one** appendix file, which may contain multiple appendices, and is limited to *50 pages*.

3. Writing Style. The proposal should be consistent with the format and style guidelines of the current *Publication Manual of the American Psychological Association* (e.g., identify sections and subsections with headers and subheaders, follow citation guidelines). The research should comply with the "Ethical Standards" detailed in the *Ethical Principles of Psychologists and Code of Conduct* of the American Psychological Association (APA, 2002).

Organization of Application.

Applicants are strongly advised to use headings and subheadings that correspond to the required information, found in *Section IV.2. The Project Description* and *The Project Budget and Budget Justification;* the evaluation criteria, found in *Section V.1. Criteria;* and required proposal sections. Applicants are further advised to include all required forms and materials. See additional instructions in this section (under "The Project Description") for details on preparing the full project description.

1. **Table of Contents** (includes all pieces of the application being submitted, including each Appendix)

2. **Project Summary/Abstract** (must be single-spaced, one page maximum)

3. **Project Description/Narrative Statement:** The Project Description/Narrative Statement should be carefully developed in accordance with ACF's research goals and agenda as described in *Section I. Funding Opportunity Description* and attend to the criteria that will be used to evaluate the applications as described in *Section V.1. Criteria*. The sections of the Project Description/Narrative Statement must be carefully labeled to ease reviewers' identification of information relevant to the review criteria. **It is strongly encouraged that the Project Description/Narrative Statement be organized according to the sections (and subsections) presented below** (see additional instructions in this section under "The Project Description" for details on preparing the full project description). Additional headers and subheaders may also be used to organize the content of each section.

    (a) Background, Significance, and Objectives

    (b) Research Design and Methodology

    (c) Dissemination, Management, and Collaborative Partner Plan

    (d) References

4. **Appendices, including:**

    (a) Letter of Support from Faculty Mentor (see *Section IV.2. Project Description, Additional Eligibility Documentation)*.

    (b) Curriculum Vitae for Student.

    (c) Curriculum Vitae for the Principal Investigator/Faculty Mentor (see *Section IV.2. Project Description, Additional Eligibility Documentation)*.

    (d) Official Transcript for Student Reflecting Completed Graduate Courses and Status in the Doctoral Program.

    (e) Documentation of Approved Doctoral Dissertation Proposal (see *Section IV.2. Project Description, Additional Eligibility Documentation)*.

    (f) Letter(s) of Support from Head Start or Early Head Start program(s) and Policy Council(s) (see *Section IV.2. Project Description, Additional Eligibility Documentation)*.

For electronic submissions via Grants.gov, sections 1 through 4 above are considered part of the mandatory project narrative file. The signed letters of support, curricula vitae/biographical sketches, the student's transcript, and official documentation may be scanned and included as part of the Appendix file.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances,and certifications are available at ACF Funding Opportunities Forms at https://www.acf.hhs.gov/grants-forms and at Grants.gov http://www.grants.gov/

by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than $5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than $5,000,000 in Federal funding for	Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect: Sec. 523.

| | a one-year (12 months) project period; or for grantees receiving more than $5,000,000 in Federal funding for a multiyear project to be fully funded. | None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than $5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.

Accordingly, if applicants request more than $5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award. |
|---|---|---|
| SF-424A - Budget Information - Non-Construction Programs

and

SF-424B - Assurances - Non- Construction Programs | Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. | Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination. |
| Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) | Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and* | Form is available at http://www.hhs.gov/ ohrp/ assurances/ forms/index.html.

General information about the HHS Protection of Human Subjects regulations can be obtained at http ://www. hhs.gov/ ohrp/ . Applicants |

	Times. If the information is not available at the time of application, it must be submitted prior to the award of a grant.	may also contact OHRP by email ([ohrp @csophs .dhhs.gov](mailto:ohrp@csophs.dhhs.gov)) or by phone (240-453-6900).
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to [http://fedgov.dnb.com/ webform](http://fedgov.dnb.com/webform). Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	A DUNS number and SAM registration are eligibility requirements for all applicants. See *Section III.3. Other* for information on obtaining DUNS number at [http://fedgov.dnb.com/ webform](http://fedgov.dnb.com/webform) and registration at SAM.gov at [http ://www.sam.gov](http://www.sam.gov).

SF-424 Key Contact Form: Key contact information is needed from both the student and the mentor.

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose
The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description.   Awarding

offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions
Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction
Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent
Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Submit the Letter of Intent to the following address:

Head Start Graduate Research Grant Review Team

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Email: HSGraduateResearchReviews@icfi.com

Table of Contents
List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

A. Background, Significance, and Objectives. The application must demonstrate understanding of the relevant literature on critical issues and existing knowledge, describe their objective, and demonstrate their understanding of the overall significance of the proposal. Applications must be sure to demonstrate how the proposal will address issues of significance related to the Head Start and/or Early Head Start, as well as how it addresses key gaps in the field of early child care and education. Students are expected to connect their research proposal to critical public policy questions. Applications must incorporate the following information:

1. *A thorough literature review, justifying the proposed study and the outcomes of interest.* The application must briefly discuss previous studies that have been conducted related to the proposed study, as well as identify gaps in the literature. The literature review must provide a sound justification for the proposed study. The application must cite relevant, current literature related to this topic, using the most recent version of the *Publication Manual of the American Psychological Association*.

2. *The study's theoretical framework.* The application must discuss the underlying theoretical framework of the study and how this relates to the project goals and research questions.

3. *Specific research questions of interest:* The application must list the research questions, as well as discuss how they relate to Head Start and/or Early Head Start goals and critical issues in the early childhood field.

4. *Hypothesized results:* Hypothesized results must be discussed. Findings from the current literature should be used to justify the hypothesized results.

5. *Significance and implications of the research:* The application must describe the proposed project's significance and implications for policymakers, program administrators, and/or early childhood care and education settings, as well as how the research project extends our current understanding of the problem/phenomena. The application must explain specifically how the information obtained will benefit the greater Head Start and Early Head Start community, what benefits programs will derive from these results, and how the project will inform Head Start policies and practices.

B. Research Design and Methodology.

1. *Method and research design.* The application must clearly define the study population, expected sample size, how the data will be collected, consent issues, and how both the participants' responses and the data will be kept confidential. The design must also include sufficient protection of human subjects and adequate consent procedures. The design must clearly address the goals of the project and be sensitive to the context of Head Start or Early Head Start. The project must clearly be designed by the graduate student. If the proposed project is part of a larger study designed by others, this section must clearly delineate the component that will be carried out by the student and how it is distinguished from the larger research project.

2. *Measures.* The specific measures that will be utilized in the study, as well as the psychometric properties of each measure, must be included.

3. *Data analysis plan.* The proposed data analytic plan must be described, as well as a brief justification for how the data analytic plan is appropriate for the research questions. It is recommended that anticipated numbers of participants available from the participating programs be noted and that power analyses be completed for each research question that will be tested, as appropriate. Citations supporting hypothesized effect sizes would be appropriate.

C. Dissemination, Management, and Collaborative Partner Plan. The application must outline and describe several plans related to how the findings will be disseminated to a larger audience, how the student and faculty mentor will work together to execute the proposed project, and how the student will collaborate with program partners.

1. *Dissemination plan.* The application must articulate how the project's findings will be disseminated to a wide audience using both research and policy-oriented products and dissemination channels, as well as how the student will archive final products with *Research Connections*. In addition to traditional research products and dissemination channels (e.g., conference presentations, journal publications), plans should include development of presentations and research briefs tailored for policymakers and/or practitioners (e.g., program directors, teachers, staff). The dissemination plan must clearly outline the conferences and meetings where the student plans to disseminate findings, as well as if the student plans to create research briefs or create research products for *Research Connections*.

2. *Management plan.* The application must outline a strong management plan that describes a sound, workable plan of action for how the proposed project will be carried out. This section must describe how the faculty mentor and student will maintain quality control over the implementation and ongoing operations for the study. This plan must also outline how the faculty mentor will oversee

and mentor the student including frequency of mentoring meetings and details of productivity goals. A detailed timeline must also be included, outlining milestones for completion of the various project tasks. The timeline must include when the expected completion of the research project will occur, as well as when the findings will be disseminated to a wider audience, such as at conferences or through documenting findings in *Research Connections*. The timeline must also include professional development activities.

3. *Collaborative partner plan.* The application must describe how the student and mentor have developed and maintained a productive relationship with Head Start and/or Early Head Start program administrators or policymakers. The student must also outline plans to consult and/or collaborate with program partners during various stages of the project, including developing and refining the research question(s) and project design, implementation of research, and dissemination of findings. In particular, the application should describe how program partners will be consulted regarding initial project findings and the overall interpretation of findings.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

Please submit the following documentation to support applicant eligibility as part of the Appendix file:

1. Letter of Support from Faculty Mentor. As Principal Investigator, the graduate student's faculty mentor must submit a letter of support stating that he/she approves the application and describing how he/she will regularly monitor the student's work. In addition, the letter must verify: a) the student's status in the doctoral program, b) that the grant will be used to fund the student's dissertation research, and c) that the student is likely to be within 2 years or less of completing his/her dissertation.

2. Curriculum Vitae for Student.

3. Curriculum Vitae for the Principal Investigator/Faculty Mentor documenting that he/she has a Ph.D. or equivalent in the respective field, conducts research as a primary professional responsibility, and has published or has been accepted for publication in major peer-reviewed research journals as a first or second author.

4. Official Transcript for Student Reflecting Completed Graduate Courses and Status in the Doctoral Program.

5. Documentation of Approved Doctoral Dissertation Proposal: The graduate student is expected to have an approved dissertation proposal by the due date for the grant application. Evidence of this approval should be submitted with the proposal. Sufficient proof would include a departmental form signed by

committee members or another departmental administrator attesting to the fact that the student's dissertation proposal has been approved. Alternatively, a form or letter describing some other process that is equivalent to establishing this doctoral status would suffice. If the student does not have an approved dissertation proposal (or have this status) at the time of application, the application should include a statement of assurance that the proposed research plan will be approved prior to August 30, 2014 (i.e., when the funding for this program would begin). Please refer to the information above regarding what should be included in the letter of support from the student's faculty mentor. In sum, if ACF does approve the application for an award, the award will depend on written confirmation prior to an award that: (a) the dissertation proposal/plan has been officially approved by the university/department, and (b) if the proposal had not been approved at the time of the application, that the scope and approach of the research has not changed substantively from what was proposed in the application.

6. Letter(s) of Support from Head Start or Early Head Start program(s) and Policy Council(s): The graduate student must have established a collaborative partnership with a Head Start and/or Early Head Start program(s). The evidence of this partnership should be apparent throughout the research proposal (e.g., development, piloting, interpretation of results, etc.), and in the signed letters of support from the participating Head Start and/or Early Head Start program(s) and the relevant Head Start and/or Early Head Start Policy Council(s).

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Curricula Vitae (CV);
- College transcripts for graduate student research fellows;

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is input on the Budget Information Standard Form, either SF-424A or SF-424C. The budget justification is a line-item detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance).

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2012 (Pub.L. 112-74), enacted December 23, 2011, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is $179,700 (http://www.opm.gov/oca/12tables/html/ex.asp). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The following must be included in the budget and budget justification:

1. Expenses directly related to the student's dissertation research, which may include personnel costs/salary, travel, and other directly related expenses.

2. Expenses related to travel for the student to attend the required meetings and conferences outlined in *Section I.B.*

3. If necessary, expenses to enable the mentor to participate in the required meetings in Washington, DC, should be included.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/web/grants/applicants/organization-registration.html.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at http://www.acf.hhs.gov/grants under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency*

Contacts in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be *received by* ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission."*

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent:

FY 2014: 5/15/14

FY 2015: 3/25/15

FY 2016: 3/25/16

Due Date for Applications: **06/16/2014**

Due Date for Applications:

FY 2014: 6/16/14

FY 2015: 4/27/15

FY 2016: 4/25/16

For Fiscal Years (FY) 2015 and 2016, the FOA will only be open for application submissions on Grants.gov 60 days prior to the listed due dates. No applications will be accepted for review by Grants.gov in between the open application periods.

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers,

or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET,Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.
Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Only expenses directly related to the student's dissertation research are allowable under this grant.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Submission By Mail

Office of Planning, Research and Evaluation Head Start Graduate Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Hand Delivery

Office of Planning, Research and Evaluation Head Start Graduate Research Grant Review

c/o ICF International

9300 Lee Highway

Fairfax, VA 22031-6050

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via http://www.Grants.gov.

For all submissions, see *Section IV.3.* Submission Dates and Times.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Application components should be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted). In addition, it is recommended that the application be carefully labeled to ease reviewers' identification of information relevant to the review criteria.

BACKGROUND, SIGNIFICANCE, AND OBJECTIVES	Maximum Points: 40

The application:

1. Is clearly written, organized, and provides appropriate details. Sections are labeled with appropriate headers and subheaders.

2. Includes reference citations that are complete and consistent with the most current version of the *Publication Manual of the American Psychological Association*. (See information in *Section IV.2. Formatting ACF Applications*)

3. Contains a comprehensive review of the current literature, delineates gaps in the existing literature, and strongly supports the need and objectives for the study.

4. Clearly demonstrates link(s) between the research topic and the Head Start and/or Early Head Start program goals/concerns.

5. Describes the theoretical framework, research goals, and/or research questions in a way that is clear and logically connected.

6. Includes research questions that fill a gap in the literature and current understanding of Head Start and/or Early Head Start.

7. Reflects a sound description of the anticipated outcomes and benefits of the project, including:

   (a) The hypothesized results of the study.

   (b) Anticipated outcomes discussed in a way that reflects a solid understanding of critical issues, information needs, and research issues relevant to the Head Start and/or Early Head Start populations, programs, and policies as well as the early education field more broadly.

   (c) A thorough description of the significance and implications for policymakers, program administrators, Head Start and/or Early Head Start programs, and early education settings.

RESEARCH DESIGN AND METHODOLOGY	Maximum Points: 25

1. The research design:

   (a) Is clearly described, thoroughly addresses the goals of the project, and appropriately links research issues, questions, hypotheses, variables, data sources, samples, and analyses.

   (b) Specifies the measures to be used and their psychometric properties, and demonstrates that the measures are appropriate and sufficient for the questions of the study and the population to be studied.

   (c) Demonstrates how the researcher will gain access to the necessary organizations, participants, and data sources needed for the project.

   (d) If examining issues of demographic differences (i.e., language, ethnicity, race), goes beyond simply recording linguistic, ethnic, and racial categories to provide a more thorough examination of how these groupings intersect with important sociocultural dynamics such as social position, immigration status, family practices, or parental goals for socialization.

2. The data analytic plan:

   (a) Clearly and adequately describes the statistical techniques to be used, and the statistical techniques are appropriate for the research question(s) under consideration.

   (b) Includes a proposed sample size that is sufficient to answer the range of proposed research questions for the study, especially for longitudinal studies and studies involving *a priori* subgroups of interest.

3. The application is sensitive to technical, logistical, and ethical issues that may arise.

4. The application provides sufficient protection of human subjects, confidentiality of data, and consent procedures, as defined by the *Ethical Principles of Psychologists and Code of Conduct* (APA, 2002).

5. The research project is clearly designed by the graduate student. If the proposed project is part of a larger study designed by others, the application clearly delineates the research component to be carried out by the student and distinguishes it from the larger research project.

DISSEMINATION, MANAGEMENT, AND COLLABORATIVE PLAN	Maximum Points: 15

1. The dissemination plan (maximum of 5 points) includes:

(a) A description of how the student plans to consult or collaborate with program partners to review and interpret the project's findings and its implications for program administrators, policymakers, and/or early care and education settings.

(b) A detailed plan for disseminating and translating, as appropriate, the proposed research to each target audience, including (but not limited to):

i. Research community,

ii. Policymakers and practitioners in the field of early childhood education and care, and

iii. Program partners and/or collaborators on the project.

(c) Both research *and* policy/program-oriented products. The application demonstrates ways to maximize the utilization of findings and the appropriateness of the proposed distribution channels to reach intended audiences.

(d) Detailed plans for working with *Research Connections* to archive final dissemination products, including the study data and final report.

2. The management plan (maximum of 5 points):

(a) Is sound, workable, illustrates how the project will be carried out, as well as how the student and faculty member will ensure quality control during the project.

(b) Describes how the faculty member will mentor the student, including how often meetings between the mentor and student will occur. The plan should also describe the faculty mentor's supervision of the student's completion of the research and consultation/collaboration with program partners or policymakers.

(c) Includes a feasible timeline for when key project milestones are expected to be met, including when the entire project is expected to be finished, and when findings will be disseminated to a wider audience.

3. The collaborative partner plan (maximum of 5 points):

(a) Explains how/if the student has consulted or collaborated with program partners.

(b) Reflects sufficient consultation, collaboration, or partnership with program partners or policymakers that is sustained throughout the research project, including the development and refinement of the research question(s) and project design, implementation of research, and dissemination of findings.

(c) Describes how they will maintain a productive relationship with the program partner(s) that may include continued involvement or periodic feedback as the research progresses.

QUALIFICATIONS	Maximum Points: 10

1. The *student* **and** *faculty mentor* must:

(a) Possess the expertise necessary to conduct the research as demonstrated in the application and information contained in their biographical sketches and/or curricula vitae, including relevant background, experience, and training on related research or similar projects.

(b) Demonstrate an understanding of and sensitivity to the issues of working in a community setting; working in partnership with Head Start and/or Early Head Start program staff, parents, and children; and, if applicable, working with a culturally, linguistically, and/or ethnically diverse population.

2. The faculty mentor (Principal Investigator) has earned a doctorate or equivalent in a relevant field and has first or second author publications in major peer-reviewed research journals, as indicated in his/her biographical sketch and/or curriculum vitae.

BUDGET AND BUDGET JUSTIFICATION	Maximum Points: 10

1. Proposed project costs are:

    (a) Reasonable, sufficient, and appropriately allocated to accomplish the research objectives, design, and dissemination plan.

    (b) Reflect expenses directly related to the student's dissertation research (which may include required personnel costs/salary, travel, and other directly related expenses).

    (c) Include adequate funds for the student and (if necessary) for his/her mentor to participate in the required meetings (two meetings for each year of funding; see *Section I.B.*).

    (d) Justified according to the needs and time frame for carrying out the proposed project.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3.Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

The competitive review will be conducted by panels of non-federal expert reviewers knowledgeable in the areas of Head Start and Early Head Start programmatic and policy issues, and early care and education research and evaluation. Reviewers will use the evaluation criteria listed in *Section V.1.* to review and score the application.

OPRE will conduct an administrative review of the applications and results of the competitive review panels. OPRE will make recommendations for funding to the Director of OPRE, taking into account the topical priorities of the Office of Head Start as listed in *Section I*. The Assistant Secretary of ACF is responsible for the final selection. On the basis of the review of an application, ACF will: (a) approve the application for funding; (b) disapprove the application; or (c) approve the application but not fund it due to lack of funds or a need for further review.

Applications may be funded in whole or in part depending on: (1) the ranked order of applicants resulting from the competitive review; (2) the staff review and consultations; (3) the combination of projects that best meets the topical priorities of the Office of Head Start as listed in *Section I*; (4) the funds available; and (5) the best interests of the Federal Government.

It is unlikely that multiple applications with the same principal investigator (i.e., faculty mentor) will be funded if there are applications from at least six different mentors that qualify for support.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

It is anticipated that award decision letters will be mailed on or before August 16, 2014.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NOA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section*

IV.5. Funding Restrictions.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at http://www.gpo.gov.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct.* If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at http://www.hh s.gov/ partner ships /about/r egulations/. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at http://www.hhs.gov/ partnerships/ index.html and at the https://www.acf.hhs.gov /progra ms/ocs /resource/capacity- building- toolkits-for- faith-based-and -community- organizations.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to http://www.acf.hhs.gov / grants/ award-term- and- condition -for-trafficking- in-persons. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at http://www.gpo.gov /fdsys /pkg/ CFR-2001-title45-vol1/content-detail.html.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at https://www.s am.gov/, although checking the EPLS is not required. More information is available at https://w ww.acf.hhs.gov/ grants-forms.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single

policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.go v/ grants/ discretionary-competitive-grants.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at http://www.acf.hhs.gov/submit-a-foia-request.

Other Administrative and National Policy Requirements

Ownership of Results

Ownership of data, reports, proposals, and studies produced or developed under funding of this federal award are subject to section 649(f) of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007 (42 U.S.C. § 9844), which says, "The Secretary shall take necessary steps to ensure that all studies, reports, proposals, and data produced or developed with Federal funds under this subchapter shall become the property of the United States."

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at https://www.acf.hhs.gov/ grants-forms

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF

will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/ grants_forms and at https://www.acf.hhs.gov/grants-forms. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at https:// www.acf.hhs.gov/ grants/ discretionary-competitive-grants.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428) .

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The

form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The form is available under "Reporting" at http://www.acf.hhs.gov/ grants-forms and at http:// www.whitehouse.gov/ omb/ grants_forms.

Real Property Status Report (SF-429)

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit the SF-429 report(s) as frequently as required in the terms and conditions of their award(s).

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

The form is available under "Reporting" at http://www.acf.hhs.gov/ grants-forms and at http:// www.whitehouse.gov/ omb/ grants_forms.

VII. Agency Contacts

Program Office Contact

Wendy DeCourcey
OPRE Head Start Graduate Student Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Office of Grants Management Contact

Tim Chappelle
OPRE Head Start Graduate Student Research Grant Review
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: HSGraduateResearchReviews@icfi.com

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) http:// www.hhs.gov/.

HHS Grants Forecast http://www.acf.hhs.gov/ hhsgrantsforecast/ index.cfm.

Administration for Children and Families (ACF) http:// www.acf.hhs.gov/.

ACF Grants Homepage https:// www.acf.hhs.gov/ grants.

ACF Funding Opportunties http://www.acf.hhs.gov/grants/open/foa/.

ACF "How to Apply for a Grant" https://www.acf. hhs.gov/ grants/ how-to-apply-for-grants.

Catalog of Federal Domestic Assistance (CFDA) https:// www.cfda.gov/.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at https ://www. acf.hhs.gov/ grants -forms.

Standard grant forms are available at the Grants.gov Forms Repository webpage at http:// www. grants.gov/web/ grants/ forms.html. See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/ web/ grants/ support/ technical-support/ accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.gpo.gov/fdsys/. See link under "Featured Collections."

The *Federal Register* http://www.gpo.gov/fdsys/. See link under "Featured Collections."

United States Code (U.S.C.) http://www.gpo.gov/fdsys/. See link under "Featured Collections."

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit

The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification* of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the *Overview* and in *Section IV.3. Submission Dates and Times*.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http ://www. acf.hhs.gov /grants-forms and at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	guarantee a loan.	
Certification of Filing and Payment of Federal Taxes	Referenced in *Section IV.2. Forms, Assurances, and Certifications* of the announcement. The Certification may be found at http:// www.acf.hhs.gov/ grants -forms.	If applicable to the applicant, it must be submitted prior to the award of a grant.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.acf.hhs.gov /grants -forms and at http://www.grants.gov/ web/ grants/ forms.html by using the link to "SF-424 Family." These forms are ***required*** for applications under this FOA: • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.

	on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory." Available at http:// www.acf.hhs .gov/grants- forms and at http ://www. grants.gov/ web/ grants/ forms. html by using the link to "SF-424 Family."	
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.acf .hhs.gov/ grants-forms and at http://www.grants.gov/web/ grant s/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*. **Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15!** *See Section IV.2. Formatting ACF Applications.*
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Referenced in *Section IV.2. Forms, Assurances, and Certifications*. Additional information and necessary forms are available at http://www.hhs.gov/ ohrp/assur ances/ forms/ index.html.	Submission of the required information and forms is due with the application package by the due date listed in the *Overview* and *Section IV.3. Submission Dates and Times*. If the information is not available at the time of application, it must be submitted prior to the award of a grant.

SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional." The form is also available at http://www.acf.hhs.gov/ grants-forms and at http:// www. grants. gov/ web/ grants/forms.html by using the link to "SF-424 Family."	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.acf.hhs.gov/ grants-forms and at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times.*
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in *Section III.3. Other* in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

Letter of Intent	Referenced in *Section IV.2. Project Description*.	Submission is due by the Letter of Intent due date found in the *Overview* and in *Section IV.3.*
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Letter of Support from Faculty Mentor	Referenced in *Section IV.2* of the announcement.	Submission due by application due date found in Overview and *Section IV.3.*
Biographical sketches and/or Curricula Vitae for Student and Faculty Mentor	Referenced in "Organizational Capacity" in *Section IV.2* of the announcement.	Submission due by application due date found in *Overview* and *Section IV.3.*
Official Transcript of Student Reflecting Graduate Courses and Status in the Doctoral Program	Referenced in *Sections III.3* and *IV.2* of the announcement.	Submission due by application due date found in Overview and *Section IV.3.*
Letters of Support	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*.
Documentation of approved doctoral dissertation	Referenced in *Sections III.3* and *IV.2* of the announcement.	Submission due by application found in Overview and *Section IV.3.*
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100,	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov./omb	Submission of application materials is due to SPOC by the application due date listed in the *Overview* and in *Section IV.3.*

"Intergovernmental Review of Department of Health and Human Services Programs and Activities"	http://www.whitehouse.gov/omb/grants_spoc/ as indicated in *Section IV.4. Intergovernmental Review* of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	*Submission Dates and Times.*